Meeting Log

Partnership: Colorado Prevention Partners

Meeting Group: [Enter name of Coalition]

Time: [Start time of meeting] **to** [End time of meeting]

Meeting Date:

Attendance:

Coalition Member	Position	Affiliation

Facilitator: [Enter facilitator]

Recorder of Minutes: [Enter recorder]

Notes on Major Agenda Items

Review Completed Tasks from last meeting:
(Approximate date task completed)

[Agenda Item 1, 2, 3, etc.]

- Points of Discussion
- Decisions made
- Next steps/Tasks (include timeframe to complete in weeks)

Next Meeting: [Date/Time/Location]